

State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report

Date/Place: July 19, 2001/Department of Administration, Providence, Rhode Island

Purpose: To receive a presentation on implementing e-Government Solutions through the Web Portal, as well as an overview of the Rhode Island State Automated Information Link, and to discuss the Draft Five-Year Plan.

Members Present: Barbara Weaver, OLIS (Chair); James Berard, DOC; Gary Ciminero, RI House Policy Office; Maggie Dziadkiewicz, OHE; William Fagan, DLT; Edward Giroux, Secretary of State's Office; Janet Levesque, RILOCAT; Brendan Mahoney, MHRH; Raymond McKay, City of Warwick; Dexter Merry, Public Telecommunications Authority; James R. Monti, Jr., West Warwick School Department; Don Wolfe, Brown University

Members Absent: Hon. Daniel DaPonte, RI Senate; Paul Gandell, URI; Stephen McAllister, Budget Office, Joseph Pangborn, Department of Elementary & Secondary Education; DOA; Bruce Reirden, Care New England; Joan Ress Reeves, Library Board of RI

Other Attendees: Pam Annarummo, DEM; Howard Boksenbaum and Patricia Chorney, OLIS; Tim Bonin, Governor's Office; R. Gary Clark, Division of Taxation, DOA; Jess Richter, Peregrine Systems; Robert Salves, EDS/DHS; Gwenn Stearn, Secretary of State's Office

Reporting: Carol Ciotola, OLIS [Notes taken from tape-recording of the meeting.]

Update: RI-SAIL—Lawrence Franklin, State Controller, who oversees the Rhode Island State Automated Information Link (RI-SAIL) project, presented an overview of it. (Copies of the overview were distributed at meeting.)

- Mr. Mahoney spoke of MHRH's experience with the new system, in that staff had to go to the State House to enter receipts, because there are not enough licenses available to do this work at his Department. Mr. Franklin explained that application and server licenses had to be purchased for this system, and RI-SAIL ran out of the funds needed to purchase the full complement. The FY 2002 budget estimates were revised, resulting in a substantial reduction of funds. The final budget allocated \$2 million for this system out of the \$4 million anticipated. Mr. Boksenbaum pointed out that the architecture being used (a CITRIX server) allows staff to deploy installations and upgrades of software through the server, making it unnecessary for staff to individually conduct this work. While this saves time and money, he agreed that additional licenses are needed. Ms. Weaver added that a decision was made at the start of this project to use off-the-shelf products. This, too, resulted in a cost saving. Mr. Mahoney offered to pay the cost of the license to meet his Department's needs.
- Ms. Weaver expanded on RI-SAIL's budget and provided information on budget items included in the Governor's e-Budget via a handout entitled "Proposed Funding for Information Technology Initiative."

Mr. Franklin was asked to provide a progress report on RI-SAIL to the Board at its September or October meeting.

Presentation: Implementing e-Government Solutions through the Web Portal—Ms. Weaver announced that on June 25, 2001, the contract with New England Interactive (NEI) to develop a state Web Portal was signed. Ms. Tamara Dukes and Ms. Carrie Gott (NEI representatives) demonstrated the kinds of services that will be available through this portal.

Ms. Weaver also announced that a Portal Review Committee was being established, comprised of several IRMB members, as well as representation from the general public, to review priorities for web services and issuance of fees for some of those services. Committee recommendations would be

forwarded to the full Board, as it is required to accept the services to be provided and to recommend fees. The Committee will work on this during the summer.

Presentation/Discussion: Draft Five-Year Plan—The draft was distributed to members prior to this meeting. Written comments received from Mr. Fagan note that this plan entails a tremendous amount of work, and there does not appear to be a strategy for addressing the resources needed to execute it.

Ms. Weaver explained that since the Board adopted the goals and reviewed action steps prior to having the budget in place, many of the anticipated actions will not be possible. This plan sets forth what the Board should be doing. As to the costs/resources necessary for implementation of these actions, she contacted the Budget Office for staff assistance. It would be helpful if Bea Frazer could assist in preparing the FY 2003 budget proposal and capital budget. This plan focuses on what OLIS will support and do in the Department of Administration and statewide. It will not be involved with individual Department plans, since there are insufficient staff/resources for this work.

Ms. Weaver asked the Board to consider accepting this document with the understanding that it will have to be modified. At the IRMB retreat in March, the Vision and Mission statements from the previous Five-Year Plan were accepted, and goal areas were established. These goal areas have been flushed out with action steps and benchmarks, but costs and resources have not yet been attached to them.

- Mr. Fagan noted that the Five-Year Plan contains a task list but has no strength in carrying out these tasks. The Board must address this issue and determine whether it will simply respond to budget levels to determine project lists or whether it will prepare a plan and strategy that will encompass the information resources of the state as a group rather than as separate entities. Funding would then be sought to support the plan. The Board should adopt this plan as written due to the mandate, while recognizing there are shortcomings in the ways it is presented. Ms. Weaver agreed, stating that this is not a budget plan, but a plan with elements that need to be included.

Mr. Fagan moved to:

ADOPT THE FIVE-YEAR PLAN, RECOGNIZING ITS SHORTCOMINGS IN THE WAY IT IS PRESENTED, IN ORDER TO FURTHER DEVELOP IT. TO ACCOMPLISH THE TASKS INCLUDED IN THIS PLAN, RESOURCES WILL NEED TO BE INCLUDED IN THE FY 2003 BUDGET.

The motion was seconded, and it passed unanimously.

Ms. Weaver stated that the Five-Year Plan will be posted to the IRMB Website, and staff will move forward to develop it.

Chair's Report—The Chair reported that: (1) Rhode Island is hosting the National Association of Secretaries of State's conference next year. At her request, Mr. Giroux spoke about what is planned for this event, which will begin on August 23. (2) The National Governors' Association will meet in Rhode Island, from August 4-7, for which many preparations have been made. (3) In the absence of a recording-secretary, this meeting was tape-recorded. No objections were raised.

- Mr. Fagan noted that DLT is involved in an archiving program and was told that e-mail is considered public record. He thought the Board should address this issue at some point.

IRMB Committee Reports—

- **Legislation**—Ms. Weaver noted that the committee has not met since the last Board meeting.
- **Policy Development**—Ms. Weaver reported that Article 6 disappeared from the final version of the budget. One of the provisions was for the state to make an appropriation each year for IT. That, unfortunately, will not be mandated now. On the positive side, detailed requirements for IT budget submissions that were included in Article 6 are no longer a concern. In an earlier discussion between Mr. Boksenbaum and Tom Mullaney, Mr. Boksenbaum learned that the state would use the same process as last year for the FY 2003 IT budget submission.
- **Working Group**—Mr. Boksenbaum reported that: (1) The Project Investment Document (PID) proposed with respect to Article 6 has been revised and pared down. Agencies are working to complete and return a budget survey form to OLIS that will provide some of the information that was requested in the PID to gain an appreciation of some of the elements that were requested in Article 6. (2) Work to provide a statewide response is underway with respect to Microsoft's new licensing process. A survey was sent to agencies to receive their best estimates on equipment, to determine state volume. Microsoft has changed the way it charges for software and issues licenses to create new revenue streams. (3) Master Price Agreements are being reviewed to determine how adequate they are and what kinds of IT procurements could be simplified by using the same strategy in other areas. The Working Group will next meet on July 31.

Set Meeting Schedule for Future Board meetings—By unanimous consent, members continued with the Board's current meeting schedule--third Thursday of each month. Meeting dates were scheduled through December—September 20, October 18, November 15, and December 20.

Next Meeting—September 20, 2001, Conference Room "B," Department of Administration Building.